

# Knowledge Management Center

**Address :** Insurance Institute of India  
G Block, Plot No. C-46,  
Bandra-Kurla Complex,  
Bandra (East),  
Mumbai – 400 051.

**Phone :** 022-26544290 / 281 / 242 / 396

**Email :** library@iii.org.in

**Website :** www.insuranceinstituteofindia.com

## Library Timings –

**Monday to Friday – 10.00 am to 05.30 pm**

**Saturday – 10.00 am to 05.00 pm**

**The Library will be closed on 2<sup>nd</sup> & 4<sup>th</sup>  
Saturdays, Sundays and Public Holidays.**



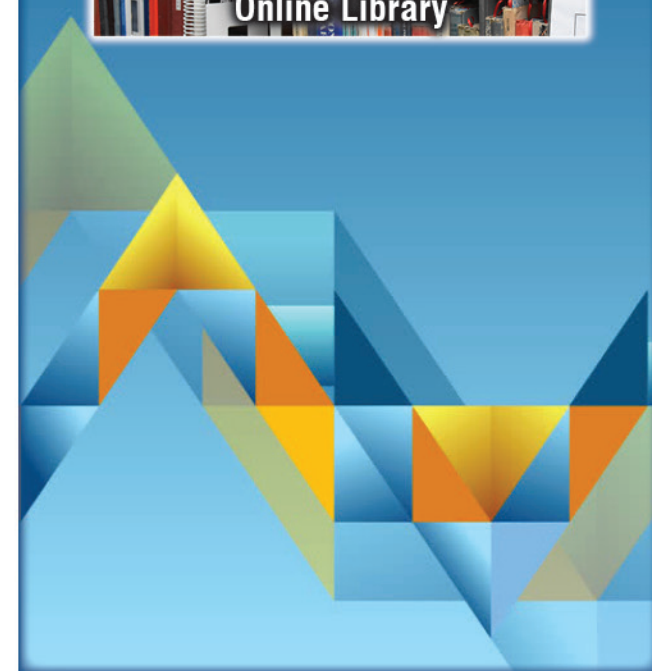
## Library Rules

- Company may appoint nodal person from their Head Office while taking GCM who will be responsible for books issued to their branches.
- Any change in the corresponding address of branches should be updated in their profile by company.
- Reference books will not be issued.
- Membership will be given only to those branches of the company where Blue dart courier service is available.
- In case of damage of book, 25% of cost of book will be deducted from the security deposit and in case of loss of book; cost of book will be forfeited from security deposit at the time of renewal of membership. No membership renewal will be done if any liabilities incurred by a company are due at the time of renewal.
- In case of damage or loss of book from a set, cost of entire set will be deducted from security deposit of the company at the time of renewal of membership.
- Books on loan shall be kept with the company for one month; which may be renewed for a further period of one month, provided no other company have applied for the book in the meantime.
- To avoid getting overdue reminders late and accumulating hefty fines, it is important that the nodal person of the company should read their emails regularly. Absence of a reminder is not a valid reason for a waiver of fines.
- Book on loan can be recalled and the loan terminated at any time at the discretion of the Director.
- In case of non-returning of a book to the Library when due, an overdue charge of ₹ 5 per day per book shall be levied.
- Books are deemed to be on loan to company until books returned to the Library.
- Company has to check their library account online to see that all items returned are cleared from their account.
- Violation of any of the library rules can lead to cancellation of GCM membership.
- Library membership cannot be terminated within 1 year from date of membership taken.



**भारतीय बीमा संस्थान  
INSURANCE INSTITUTE OF INDIA**

## GROUP CORPORATE MEMBERSHIP



## Group Corporate Membership

Insurance Institute of India offers Group Corporate Membership (GCM) especially for corporates under its Online Lending Library scheme. In GCM, various branches/ departments of a Company can utilise the library facility. Corporates can make use of the library's collection of books on Insurance, Risk, Reinsurance, Finance, Tax, Law, Management, etc.



## Group Corporate Membership Fees

Particulars	Plan 1	Plan 2	Plan 3
No. of branches/ dept.	5	10	15
Refundable Security deposit (in ₹)	100000	200000	300000
Annual fee* (in ₹)	75000	125000	175000
No. of login	5	10	15
No. of books per login	5	5	5
Total books	25	50	75
Issue period	1 month	1 month	1 month
Renew Period	1 month	1 month	1 month

\* GST as applicable

## GCM Services

- More than 8000 books to choose from.
- Free office delivery & pick up of books.
- Delivery within 48 hours from order.
- Multiple logins for each Company.
- Maximum 20 books in total will be issued to Cos. at a point of time.

